BRITISH ACADEMY
OF AUDIOLOGY



Band 3 Assistant Audiologist

NHS Job Profile at a glance

SUMMARY

The Assistant Audiologist will provide support across clinical and administration tasks.

QUALIFICATIONS

Level 2 NVQ/DipHE

5 GCSE including English / Maths / Science level minimum Grade C/4

ROLES & RESPONSIBILITIES

- Provide support for the basic tasks associated with the delivery of clinical and clinical administration services in the service.
- Process impressions and manufactured earmoulds
- Participate in maintenance of stock levels, sending aids for repair or refurbishment as appropriate
- Provide specific components that are routine and predictable in nature in the delivery of clinical care to individual patients.
- Responsibility to ensure attendance to clinic and maximisation of clinical capacity re appointment of patients and escalation to senior staff where appropriate
- To assist the Audiologist with any aspect of clinical care as requested by the Audiologist.
- Perform other support work as might be required.
- Work as an effective member of the multi-disciplinary team, seeking advice where appropriate to ensure patient safety and effective working
- Review and reflect on own practice and performance
- Effectively collaborate and communicate with colleagues across the service, wider organisation and external partners.
- Adhere to organisational policies regarding infection control, health and safety, safeguarding, and health and wellbeing.

PERSON SPECIFICATION

Please see full BAA job description

	Essential	Desirable
Qualifications	5 GCSE including English / Maths / Science level minimum Grade C/4	Attended Assistant Audiology Course or Level 2 Healthcare Science Apprenticeship
Professional Registration		Membership of a Professional group (BAA/BSA) Registration as Healthcare Science Associate with AHCS or Hearing aid Dispenser with HCPC
Knowledge, Training & Experience	Experience of working as an Assistant Audiology Practitioner Experience of communicating with hearing impaired people	Experience of working in a customer focused setting. Ability to use a computer and telephone effectively
Skills & Ability	Good manual dexterity Ability to work as part of a team and independently using own initiative. Good time management. Flexibility and ability to adapt to changing needs of clients and team Ability to work safely and reliably in all settings	

EXAMPLE JOB PLAN

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Drop-off repairs	Drop-off repairs	Drop-off repairs	Drop-off repairs	Drop-off repairs
PM	Moulds	Patient emails	Stock/moulds	Telephone follow-ups	Stock Quality & Governance

Based on a 37.5 hour working week across 5 days. 0.1 Quality and Governance time.

SUGGESTED QUALITY & GOVERNANCE ACTIVITIES

- Self-directed Continuous Personal and Professional Development (CPPD) learning through e-learning, reading journals, webinars, etc
- Sharing learning through team CPPD sessions
- Reading, acknowledging, and contributing to Standard Operating Procedures
- Mentee conversations with senior colleagues
- Participating in research
- Team meetings
- Completing mandatory training
- Training and competency assessments

ROUTES FOR PROGRESSION

- Level 2 Apprenticeship: Audiology/DipHE
- BSc Healthcare Science (Audiology)/BSc Audiology