BRITISH ACADEMY
OF AUDIOLOGY

Quality Assurance (QA) Lead

This senior role specialises in: Quality assurance and the department's IQIPS accreditation.

The duties within this role are as follows:

- Annual IQIPS accreditation evidence collection, liaison with UKAS in conjunction with audiology management and upload.

- Monthly KPI checks including but not limited to:
  - Monitoring department waiting times
  - Health and safety monitoring
  - Departmental statutory and mandatory training monitoring
  - Equipment fault monitoring
  - Leaflet log monitoring
  - CQC department monitoring
  - Cleaning audit monitoring
  - Staff registration and responsibilities monitoring
  - Audit monitoring

- Regular liaison with H&S, Equipment and Audit leads

- Six monthly hospital policy monitoring

- Annual external policy monitoring e.g. BSA, BAA and NICE guidelines

- SOP monitoring, update, storage, and archive

- Quality document monitoring, storage, and archive

- Bimonthly quality meeting attendance

- Regular liaison with audiology management with regards to changes

In additional to any other duties as requested by audiology management