BRITISH ACADEMY OF AUDIOLOGY

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APPROVED	XX/XX/20XX

JOB TITLE: **Assistant Audiologist (Practitioner) /Healthcare Science Assistant**

Date	Author/Body	Comments/Amendments made

PURPOSE OF DOCUMENT:

This document can be adapted by employing organisations to suit local purposes. However, the core content of this job description has been developed to reflect the standards of Good Scientific Practice defined by the Academy of Healthcare Science (AHCS) for Scientific Practice. Employers adopting the core content of this document can be confident that they are fully utilising the scientific leadership skillset and expertise of a Healthcare Scientist (HCS) functioning at Assistant level in Audiology, to help ensure safe and effective care for the population served. Additionally, employers can be assured that a recruited individual who is on the Assistant Healthcare Science Register held by the AHCS has demonstrated the necessary competences to safely provide scientific leadership at this level, commensurate with this job description. It is intended that the job description will be accompanied by other recruitment materials

that describe the population served, the profile of the service, and reporting structures for the postholder within the organisation, including for the professional grouping (Healthcare Science).

OUTCOME OF NATIONAL MATCHING

This job description has been matched by NHS employers England national job evaluation group (?) against NHS Employers Healthcare Scientist Consultant profile (healthcare-science-profiles.pdf pages 40-41). It provides an indicative banding level, and organisations should assure themselves with a local job evaluation outcome.

BAND Band 2/3

Job Summary
The Assistant Audiology Practitioner is a clinical post providing support through delegated tasks. The post will involve direct patient care in support of the clinical team by assisting in aspects of hearing testing, repairing, and maintaining hearing aids. The post involves a mix of both technical and administrative duties which have clearly defined protocols and procedures. The post holder will apply a skillset that reflects the domains of Good Scientific Practice* (GSP); professional practice, scientific practice, clinical practice, research, development and innovation, and clinical leadership within scope, all applied pro-actively, with the end goal to deliver improved outcomes for the population served. *As described by The Academy of Healthcare Science Key Relationships: Establish and maintain clear lines of communication with a range of people which will enhance effective working relationships. This will include patients, relatives, colleagues, GP practices, hearing aid / mould manufacturers, and interpreters.

Responsible to		
Reporting: line manager	**Accountable: Audiology service manager**	**Professionally: Audiology service manager**

Responsibilities and Duties

Key Responsibilities

Professional practice
The post holder will work as an assistant practitioner routinely undertaking the following tasks.

- Maintain and perform basic repairs on hearing aids and modification of earmoulds, to include retubing, re-shaping of earmoulds and inserting vents, replacing battery drawers and electroacoustic monitoring of performance using listening checks and hearing aid test equipment
- Perform accurate ear impressions using suitable material for adults
- Perform Audiological investigations, within agreed guidelines and under the supervision and direction of a qualified clinician to assess patients hearing function (e.g. screening programmes)
- Seek professional advice where appropriate, always endeavouring to adhere to departmental protocols and standards, ensuring boundaries of responsibility are fully understood and not breached
- Communicate effectively and work in collaboration with admin, medical, nursing teams and other colleagues to ensure delivery of co-ordinated multidisciplinary service, in line with local and national guidelines and policies
- Communicate effectively and professionally with patients / families using language appropriate to the patient's understanding.
- Provide patients with clear instructions on ear self-care and hearing aid management
- Provide support for the basic tasks associated with the delivery of clinical and clinical administration within the service
- Process impressions and manufactured earmoulds, to include logging impressions onto the database, sending them to the relevant manufacturer and ensuring their appropriate management on return
- Order and maintain stock of disposables, stationery items, leaflets, supplies of refurbished hearing aids and related items, sending out external orders & tracking back into the department
- 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.

- Assist the Audiologist with any appropriate aspect of clinical care as requested by the Audiologist

Scientific Practice

- Maintain own scientific practices
- Keep updated on audiological developments
- Responsible for safe use of equipment
- Report problems with equipment and facilities to senior colleagues
- Maintain accurate patient records of consultation in line with departmental and Trust/Health Board policy, including recording patient journal entries on clinical data bases
- Support and actively participate in service change programmes in line with local and national service development
- Participate actively in service monitoring, evaluation and audit as directed by more senior colleagues

Clinical Practice

- Ensure own adherence to Trust/Health Board, and professional policies, standards, and guidelines
- Report all accidents and untoward incidents to the person in charge of the area and complete an incident form in accordance with Trust/Health Board policy
- Be aware of the need for confidentiality both within the written and spoken word and always ensure correct storage of patients' records
- Responsibility to ensure attendance to clinic and maximisation of clinical capacity re appointment of patients and escalation to senior staff

Research, Development, and Innovation

- Support the principles of research and development within the department, becoming actively involved at a level considered appropriate, by the Trust/Health Board and within their role
- Provide support to the Audiologist in any clinical audit/research projects

Clinical Leadership

- Demonstrates on-going personal development through participation in internal and external development opportunities

- Review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal
- Provide training and guidance to clerical support and trainees

Other Responsibilities:

- Undertake any other duties that may be reasonably required
- Demonstrate behaviours in line with Trust/Health Board values

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

- GCSE Science, maths, and English or equivalent
- NVQ level III level of education

Desirable

- Experience of people-centred working & contact with members of the public.
- Experience of working within an Audiology department & good general knowledge of the role of an assistant in Audiology.
- Will need to work towards level 2 Healthcare Science Apprenticeship qualification or Assistant Audiology course

Experience

Essential

- Understanding around communicating with hearing impaired people

Desirable

- Experience of dealing with the public in a health setting or administrative setting

Skills and Attributes

Essential

- Good self-motivational & team working skills
- Effective organisational skills
- Good manual dexterity
- Ability to demonstrate empathy, to motivate and enable and to be sensitive to diverse individual needs
- Good time management
- Able to communicate with people from a variety of age ranges & abilities

Desirable

- An understanding of an Audiology service

Other

- Satisfactory Standard/Enhanced DBS clearance including Adults and Children's Barred List check (as appropriate)