BRITISH ACADEMY OF AUDIOLOGY

CAJE REF	XXX/20XX/XXXX
APPROVED	XX/XX/20XX

JOB TITLE Specialist Adult Audiologist (Practitioner)/ Advanced Adult Healthcare Scientist (Audiology)

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 Higher 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 senior 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 AHCS or HCPC register and 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 7 Specialist Audiologist Adults

Job Summary
The Specialist Audiologist in Adults will be fully competent in an area of advanced diagnostic and/or rehabilitation for the adult population. This may include, but not limited to, tinnitus assessment and rehabilitation, balance assessment, and rehabilitation. The post holder will be required to take a full history and identify appropriate testing programmes for each individual case; they will interpret results including for complex cases and vulnerable adults. Analysis and reporting will be consistent with current national and local protocols and new developments in the science of Audiology. They will be required to fit, validate and maintain all types of hearing aids and/or masker in the adult population. In addition, other duties include line management and a lead responsibility for a clinical area. The post holder will be expected to work flexibly across the service. They will liaise with ENT Consultants and other MDT colleagues to formulate, review, and enact diagnostic and rehabilitative programmes. The role will include assisting in the formulation of policy and procedures for the adult audiology service, in conjunction with the Adult Service Lead. The post holder will be required to review policy/procedure against national quality standards, NICE and professional body guidance.

As a senior scientific leader, they 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, 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 colleagues, patients, relatives and carers, GP, memory clinics, social care, care homes interpreters, medical colleagues across other professionals, e.g.
ENT, Audiovestibular Medicine, etc, administrative staff, external commissioning groups and stakeholders to the key relevant area of business and representatives of major charities

Responsible to		
Reporting: Audiology Service Manager	**Accountable:** Audiology Service Manager	**Professionally:** Audiology Service Manager

Responsibilities and Duties

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

- Undertake advanced diagnostic hearing assessments of adults, including complex and non-routine cases such as those with multiple disabilities and severe communication difficulties. Testing will need to be adapted to suit the individual patient
- Undertake all aspects of audiometric testing. This will include audiometry, tympanometry, acoustic reflex testing, objective tests of hearing (Evoked Response Audiometry, including under anaesthetic, and OAE testing), speech recognition
- Analyse test results and other assessment data to determine differential diagnosis, the need for medical opinion and/or to decide on treatment options. To determine the requirement for involvement of other professionals from non-audiological / medical backgrounds (e.g. teacher, psychologist, BSL interpreter, social worker, or other support staff)

- For routine and complex cases, select, programme, and evaluate hearing aids adults to include the provision of specialist audiological and related services. Techniques will need to be adapted to suit the individual. This will include verification of hearing aid fittings using Real Ear Measurements, RECD, free field testing as appropriate and on occasions when indicated, and act appropriately on information
- Collect patient reported outcomes measures and use these for evaluation and problem solving of individual patients' hearing aid requirements, making onward referral for further investigation / rehabilitation as required
- Will be professionally and clinically responsible and accountable for all aspects of their own work, updating knowledge and skills to maintain continuing professional development
- Work within a multidisciplinary team staff involved in the assessment and rehabilitation process provided for hearing impaired patients, including medical staff, interpreters, and social workers
- Actively promote "family friendly hearing services" principles throughout the service
- Participation in community, domiciliary and school visits as required
- Participate in peer review within the service and region
- Develop, arrange, and implement individual treatment plans for adult patients in both highly complex and routine cases. This will include the frequency of follow up visits required for each patient according to the complexity of the case
- 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
- Provide planned advice, teaching and instruction to relatives, carers, and other professionals to promote the understanding of the aims of audiological intervention and ensure a co-ordinated approach to patient care
- Provide expert advice regarding highly complex clinical issues to other members of the team and to other professions
- To be a definitive point of reference for all scientific, technical, and clinical matters within the designated area
- Provide expert clinical advice to other clinicians/teams within and external to the Audiology service, on the care of individual patients and patient groups
- Provide information and make recommendations within the Audiology Team, colleagues such as Consultant ENT Surgeons, plus colleagues in other agencies such as teachers and social care staff
- Ensure that safeguarding process for vulnerable adults are managed throughout the service, including access to training and local policies where appropriate
- Within their clinical competence at specialist level, provide expert direct patient care for a caseload of more complex patients for their specialised area of Audiological practice, including participation in multidisciplinary teams, where they may take a lead role
- Lead and encourage the development of an integrated Audiology service that is multi-professional, multi-agency, features continuous improvement and seeks service user engagement

Scientific Practice

- Maintain comprehensive and accurate records of assessment and treatment in line with legal and departmental policy and communicate results to appropriate disciplines and agencies in the form of reports and letters
- Develop protocols for testing and treatment plans where no current protocol exists using best practice and evidence base
- Ensure high levels of professionalism in own practice, taking a pro-active approach and encouraging the same within the Audiology Team. This will include engagement with other professionals; encouraging a culture of openness to scrutiny; contributing to innovation, and development within and beyond the organisation
- Responsible for ensuring quality assurance systems are in place across the Audiology service, complying with stipulated national accreditation and other formal schemes to provide external quality assurance. To include regular audit against standards of good practice, benchmarking activity against key performance and other indicators within a comprehensive quality assurance system
- Ensure that the Audiology service meets nationally recognised accreditation and/or externally audited service quality standards requirements, within a locally defined quality management system or framework. Identify and progress actions to address any shortfalls and provide improvement
- Ensure that the service has high standards of day-to-day governance relating to quality of care; that adverse incidents are thoroughly investigated in line with organisational policy, that systems are put in place to learn, share, and improve against any shortfalls. To address any nonconformities that arise, using tools such as root cause analysis to mitigate risk of future incidents or shortfalls
- Responsible for the evaluation and auditing of the service's quality management system to ensure demonstrable compliance with the service's own documented standards of practice
- Assess and specify needs of those who would benefit from Audiological interventions, with service users, clinical colleagues, and other stakeholders.
- Ensure that the Audiology service is delivered with a commitment to good governance, demonstrating excellent quality, safety, confidentiality, accountability, reliability, communication, and professional and managerial integrity. This will include the development of associated policies, their implementation and monitoring
- Provide scientific validation and evaluation of audiological investigation and interventions. This will include application of evidence-based and critical appraisal of practices across the service
- Assure safe service delivery, with respect to service users and all those in the working environment
- Ensure that the scientific service is delivered in accordance with requirements of national hearing screening programmes, NICE guidance, and national professional standards of good practice
- Complete in a timely manner administrative duties related to clinical activity. This includes accessing and updating information to Trust/Health Board and departmental information systems. This will involve close liaison with the medical staff and other members of the multi-disciplinary team

- Produce reports of patient treatment for distribution to GP's, referring consultants and associated professionals
- Maintain data records using computerised systems. Participate in obtaining information necessary for contract procurement, quality assurance as resource management including patient statistics. This will require knowledge of using Trust/Health Board computer information systems
- Ensure that all patients are seen in compliance with Trust/Health Board policies in an environment that upkeep is the highest levels of health and safety
- Monitor trends in data from databases to inform departmental policy decisions
- Ensure all staff working within the service are aware of Trust/Health Board, division and local fire safety and emergency procedures
- Support the other Audiology service leads, providing appropriate cover where necessary
- Responsible for the development and ongoing review of a comprehensive set of audiological guidelines used within the service, ensuring they meet quality standards and evidence-based practice
- To maintain up to date knowledge of techniques and equipment and to disseminate acquired learning and knowledge to other team members

Clinical Practice

- Oversee compliance with relevant standards that could include national or locally agreed performance or quality standard targets. This could include areas such as; Audiology led clinics, direct access audiology, IQIPs, BCIG and other national Quality Standards
- With the support of the relevant Audiology service lead, be responsible for ensuring service capacity is delivered to meet clinical demands and performance targets
- Follow departmental protocols and be responsible for the management of improvements to working practices in conjunction with other Audiology leads.
- 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.
- Contribute to Health and Safety management to ensure a safe working environment
- Ensure that all patients are seen in a professional and confidential environment. Maintain sensitive use and storing of all patients notes and records, awareness of issues regarding confidentiality when interacting with both staff members and members of the public
- Support evaluation of new equipment, devices, and tools from a financial and cost effectiveness perspective
- Ensure the use of consumables used within the service is reviewed on a regular basis to ensure cost effectiveness, value and adhering to local policies and procedures
- Support in daily calibration and maintenance of equipment with support from senior management

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
- Initiate and lead service developments and liaise with the relevant Audiology service led to understand the impact on the named service area.
- Ensure all direct reports within the service complete mandatory training sessions within designated time frames
- Participate in high-quality clinical research, including clinical trials
- Lead departmental meetings, research meetings, journal clubs, and audit as directed by service leads.
- Present audit findings at divisional clinical governance meetings
- Liaise with the wider Audiology team to encourage shared learning, common protocols, and pathways
- Provide clinical support in Audiological techniques to Audiology staff groups and to ensure that a clear supervision structure is in place across the service

Clinical Leadership

- Keep abreast of developments within the field of Audiology and share information with colleagues
- Demonstrate 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
- Maintain own continuing professional development in adherence to guidelines provided by relevant national bodies
- Responsible for the organisation of Audiology services within the designated areas ensuring sufficient staffing levels within teams to meet service demands
- Support the Audiology Service Manager to ensure accurate activity and financial planning of services
- Line manage Audiology staff within discrete service, through annual appraisal and objective setting, performance management, and the full range of employee relations areas (including sickness absence management)
- Assist in the recruitment processes for the designated Audiology service in accordance with Trust/Health Board policies
- Responsible for ensuring individual training plans have been developed and implemented for new staff who join the team
- Represent department at professional meetings within the Trust/Health Board and externally
- Lead an agreed aspect of the service, being responsible for oversight, quality, governance, and training
- Work with the Head of Audiological Services to review skill mix within the service and make recommendations for change when identified
- Advise the Head of Audiological Services on any issues of service delivery including staffing shortfalls and service pressures

- Responsible for updating staff (to include wider audiology team and / or ENT colleagues) on the latest developments within the field by conducting regular literature reviews and ensuring findings are considered with regard to updating local practice
- Ensure teaching and training to Audiologists, Associates, Assistants and Administrative staff is in place in the service
- Participate, and where relevant organise, teaching, training, and supervision for students within the service including undergraduate and post graduate courses
- Participate in teaching and training both in-house and to external groups such as teachers, social workers, speech therapists, trainee audiologists, medical professionals, and external organisations
- Provide clinical supervision in Audiological techniques to junior staff and students and to ensure that a clear supervision structure is in place across the service

Other Personal Responsibilities:

- Undertake any other duties that may reasonably be required
- Demonstrate behaviours in line with Trust/Health Board values
- To be able to work flexibly to manage numerous and highly complex clinical responsibilities in an autonomous, organised and highly motivated way. This will involve frequent high levels of concentration with the likelihood of frequent interruptions

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

- MSc in Clinical Audiology or equivalent level of knowledge/expertise
- Post-MSc professional (specialist) training qualification or equivalent relevant to the scope of practice (appropriate for HCPC registration as a Clinical Scientist)
- Registered to practice as an Audiologist/ Clinical Scientist with either Health and Care Professions Council (HCPC), The Academy for Healthcare Science (AHCS), or Registration Council for Clinical Physiologists (RCCP).
- Portfolio of competency based advanced practice

Desirable

- Post graduate management/ leadership training or experience as supervisor

Experience

Essential

- Substantial experience in formulating comprehensive management plans based on case history information and diagnostic test results, where management decisions may not be straightforward
- Substantial experience of working with hearing impaired patients / parents / carers and associated professionals
- Evidence and experience of leading change, demonstrating sustained improvements

- Ability to progress and develop skills, with proven ability to study at a high level and take responsibility for professional development
- Knowledge of clinical networks in the field of Audiology and working within a multi-professional team

Desirable

- Evidence of leading clinical audit, research, and / or presentations at scientific meetings
- Knowledge of Newborn hearing screening programmes and management of cases referring for diagnostic assessments
- Experience in managing staff using performance management and appraisal
- Leading service improvements and clinical audit or services/pathways

Skills and Attributes

Essential

- Ability to work with high level of autonomy in clinical and non-clinical situations including assessment, diagnosis, differential diagnosis and management of patients and their families
- Ability to maintain concentration to obtain accurate results throughout busy clinics applying information to the management of patients
- Expert judgment skills needed in the performing and choice of assessments and or diagnostic tests
- Ability to deal regularly and appropriately with situations where conflict may arise

- Responsibility for monitoring outcomes using clinical and non-clinical data
- Ability to work calmly and methodically when under pressure from a busy and varied caseload, demonstrating good prioritisation and organisational skills
- Proven ability to develop and maintain personal skills and knowledge within the Audiological field, maintaining up-to-date knowledge of procedural and professional developments
- Evidence which reflects excellent leadership skills and the ability to enthuse, motivate and involve individuals and teams e.g. previous project leadership
- Skills in providing expert advice to other professional and non-professional groups
- Excellent communication skills to communicate information on test results to patients' carers using persuasion, reassurance, tact, and sensitivity – to support when overcoming patient's emotional resistance to hearing aids and when sharing the news of a newly diagnosed hearing loss with parents
- Able to manage patient expectations when amplification is likely to result in less than satisfactory hearing.

Desirable

- Counselling, mentoring, supervisory and team leading skills
- Ability to diffuse conflict

Other
Satisfactory Standard/Enhanced DBS clearance including Adults and Children Barred List check (as appropriate) Membership of relevant bodies e.g., British Academy of Audiology (BAA), British Society of Audiology (BSA)

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