

JOB DESCRIPTION

JOB DETAILS

Job Title: Advanced Audiology Practitioner (Adults)

Pay Band: 7

Directorate: Scheduled Care

Department: Audiology

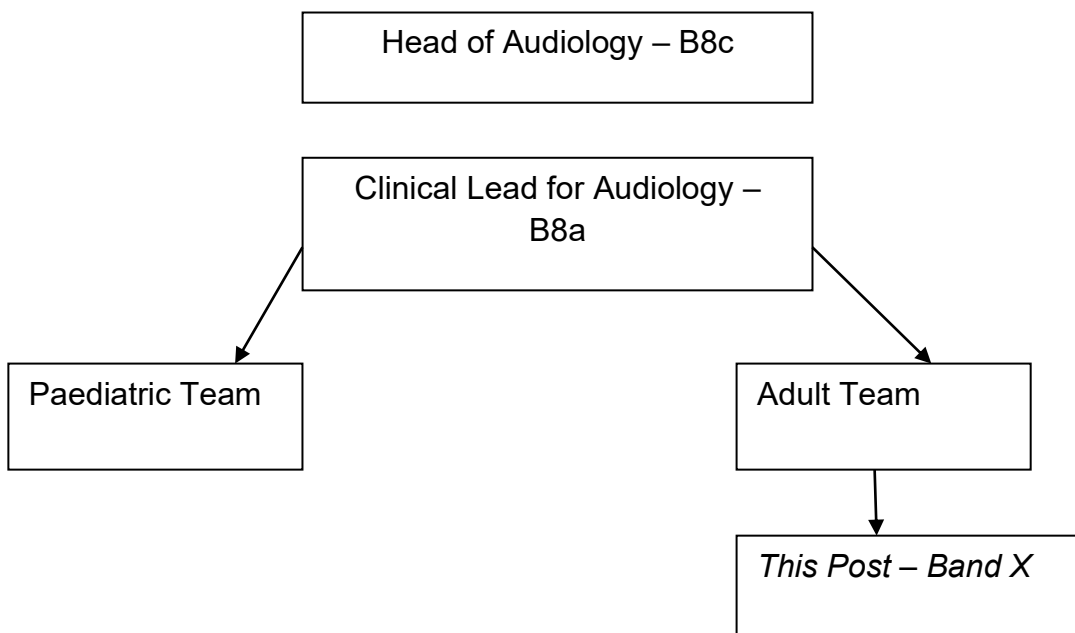
ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to: Head of Audiology

Reports to: Clinical Lead for Audiology

Professionally Responsible to: Head of Audiology

Organisation chart:



JOB SUMMARY / PURPOSE

The Advanced Audiology Practitioner will work as an autonomous advanced practitioner to provide specialist assessment and rehabilitation within Adult Audiology services. This will involve leading individual care planning and delivery using evidence-based principles, current best practice and advanced specialist skills and clinical reasoning to assess, plan, implement and evaluate interventions.

The Advanced Practitioner will lead specific areas of scientific activity as allocated by more senior colleagues. This will include contribution to service development activity, audit, research and delivery of in-house continuing professional development activity and interagency work.

The role will have an emphasis on high quality assessment, diagnosis, treatment and clinical management of a diverse caseload. The role will have responsibility for the management of staff and resources.

The advanced practitioner will contribute to the training and supervision of more junior colleagues and trainees.

The post holder will assist the Head of Audiology and Clinical Lead in the planning, development, and delivery of the Adult Audiology Service to the populations of Carmarthenshire, Ceredigion and Pembrokeshire counties.

The post holder will work closely with members of the Paediatric Audiology Team to ensure the effective provision of both services.

MAIN DUTIES AND RESPONSIBILITIES

Be professionally and legally accountable and responsible for all aspects of professional practice including the management of patients in your care.

Work within Health Board and local clinical protocols, procedures and guidelines and professional standards set by the HCPC, RCCP and other professional bodies.

Have advanced knowledge of national and local standards and monitor your own and others quality of practice as appropriate.

Carry out and prioritise own designated clinical caseload, working as an autonomous practitioner, and to ensure staff managed carry out and prioritise their clinical caseload accordingly.

Adult Assessment:

Provide, manage and participate in a comprehensive auditory (including tinnitus) and vestibular assessment service for adults including those with special needs, who are referred directly from Primary Care or ENT.

Assess and analyse hearing and ear function to enable appropriate diagnosis and management including autonomous onward referral to other medical specialists.

Advise medical staff by providing qualitative feedback to include advice on appropriateness of tests and possible limitations.

Explain and advise on test results, discussing decisions with patients, relatives and/or significant other parties.

Provide expert knowledge and specialist advice in advance adult diagnostic assessments, including electrophysiological testing.

Recognise and identify, via otoscopy, pathologies of the ear canal, ear drum and middle ear which may result in contraindications to a course of action, testing or treatment.

Provide direct diagnostic support to ENT adult and paediatric out-patient clinics.

Perform basic and advanced tests of hearing function, with explanations using clinical judgement on further tests required, modification to test method to gain results for difficult or uncooperative patients and identify the need to carry out further tests.

Initiate patient rehabilitation plans.

Identify and refer patients who require a non-medical referral for magnetic resonance imaging (MRI) and implement this in line with departmental and Health Board policies.

Adult Rehabilitation:

Assess the individual needs of patients presenting with hearing loss and troublesome tinnitus and produce short and long term rehabilitation plans for patient treatment.

Counsel patients and significant others, on the implications of hearing loss, tinnitus or balance issues and assess motivation and acknowledgement of loss/issues.

Routine use of advanced and complex software-based hearing aid selection and programming facilities to assist in complex decision making relating to hearing aid settings and functions.

Verify hearing aid fittings using Real Ear Measurement which involves critical placement of fine probe microphone in external meatus in close proximity to the tympanic membrane (whilst avoiding patient discomfort and ensuring reliability of measurements), selection of suitable hearing aid fitting prescription and matching measured output of aid to prescription target using own judgement and consideration of feedback from patients.

Keep comprehensive, accurate records which support the clinical reasoning process in the assessment and treatment of all patients, which meet departmental, Health Board and professional standards. This will include identifying and saving all test measurements, results and patient interactions in the Audiology Patient Management System (AuditBase) in a timely way.

Precision modification of patient ear moulds for acoustic and comfort reasons using grinder, fine drill and polisher.

Take impressions for custom ear moulds which involves critical placement of correctly sized otostop in the ear canal, dependant on type and degree of hearing loss.

Analytical decision making to select the most appropriate ear mould material type and acoustic features, dependant on hearing loss and patient needs.

Routine use of patient reported outcome measures (PROMs) to develop, change and monitor long term rehabilitation plan and progress within the plan in light of information gained.

Perform ear wax removal using techniques and procedures as outlined in departmental procedures/ policies and supporting junior staff with this work.

Identify the need for and make further appointments for patients as required.

Be responsible for the onward referral process from the department to other professionals or agencies (Social Services, RNID, Voluntary Sector, Self Help Groups).

Carry out procedures in accordance with policies and procedures written by British Society of Audiology (professional body) or local departmental policies.

Manage patient's long-term hearing aid support, either face to face or through the postal repair service.

Manage patient's long-term tinnitus support, either face to face or through virtual platforms.

Participate in delivery of audio-vestibular differential diagnostic and vestibular rehabilitation services for adults:

- Extensive history taking.
- Perform advanced electro medical and clinical tests.
- On-line interpretation of test results and adaptation of test approach (i.e. contingent on result outcome and patients subjective response).
- Debriefing of patient/carers re outcomes of investigations.
- Produce clinical reports (for ENT Medical staff).
- Onward patient management and co-operation with medical staff in the diagnosis of audio-vestibular disorders.
- Provide rehabilitation for those patients diagnosed with balance impairments. This includes assessment stages to plan a targeted rehabilitation programme and implementing this plan with patients. Monitoring the progress of these patients during their rehabilitation using physical assessment techniques of gait and balance and performance outcome measures.
- Decision-making to refer on to other agencies when appropriate (e.g. physiotherapy, psychology services).

Provide the assessment and management of auditory status for school age children and young adults:

- Briefing and history-taking from patient/ parents/carers.
- Select appropriate test strategy.
- Carry out hearing assessments.
- Carry out review appointments for complex school age children and young adults.
- Manipulate the attention of the patient during assessment.
- Act as second tester in order to support the assessment of pre-school or more difficult to test children who may attend Paediatric Audiology.
- Verbal explanation of test results to patients, relatives and carers.
- Produce complex reports.

Support senior colleagues in conducting their own clinical work through delivery of discreet elements of assessment or rehabilitation:

- Advanced diagnostics assessment of pre-school children, including those presenting with Auditory Processing issues.
- Assess and rehabilitate patients with learning difficulties/dementia.
- Other advanced clinical procedures.

Scientific Role:

Support more senior colleagues in conduct of scientific work through delivery of discreet service development, research and audit tasks (within scope of scientific practice outline below) as directed and supervised by senior colleagues.

Assist in the development and implementation of clinical protocols and guidelines for the management of hearing and balance conditions within a framework of clinical governance, evidenced based medicine and best practice.

Appraise potential equipment, commissioning of equipment, evaluation of new techniques, development of new clinical protocols, procedures, and practices for use by Audiology staff.

Liaise with other clinical practitioners/other agencies to improve joint working arrangements and joint care of patients.

Be familiar with the clinical governance agenda and evidence-based practice in particular.

Appraise current practice against service standards and other examples of good practice.

Contribute to specific service developments, investigative projects and audit tasks. Obtain, manipulate and utilise information, gathering (from a variety of sources at local through to national level), collating, critically appraising, and formally presenting information. Providing outcomes in format indicated (e.g. written report, or a formal presentation to colleagues).

Provide education and training packages for Audiology staff, and students, relating to new services, techniques, technologies and practices.

Contribute to service orientated research, from inception of research question, to experimental methodology, presentation as written proposal, collating data and presentation of research findings.

Participate in delivery of general CPD activity within service.

Service management functions and activities.

General:

Ensure safe and correct operation, management and use of complex audiological equipment and facilities.

Calibrate test equipment and maintain audiological equipment, reporting any safety issues or technological shortfalls with equipment to senior staff, to include performing Stage A calibration of test equipment.

Perform administrative and information system functions in support of own role and that of other clinical staff within the service to include:

- Conduct searches of specialist databases for published scientific literature.
Production of scientific and management style reports using specialist software and involving the manipulation of complex data.
- Record actions and outcomes (e.g. test results) within patients' records.
- Take and action complex telephone enquiries from patients, GPs and nursing staff.
- Arrange appointments.

Direct supervision and assessment of allocated trainees at all levels of Health Care Science:

- Follow training outlines.
- Make judgements on competency of trainee and advising trainee and reporting to Supervisor or Mentor.
- Support and guide trainee in learning.
- Complete national training logbooks.

Assisting more senior colleagues in the operational management and administration of the department to include tasks in support:

- Develop policies, procedures and protocols.
- Day-to-day supervision of more junior and trainee colleagues as directed by more senior colleagues.
- Carry out regular stock takes.
- Maintain close contact with the Audiology Office Manager and Reception teams to ensure smooth running of the departments.
- Maintain clinical liaison with members of the ENT department at all levels.
- Maintain frequent, professional, enabling relationships with key stakeholders.
- Deputise for the Head of Service at any meeting deemed appropriate, and to report on the proceedings.

Service Management

Manage those staff involved in Adult Audiology. Be responsible for ensuring all required resources are available to ensure that efficient provision of clinics: to include scheduling or appointment sessions, arranging availability of appropriate accommodation and / or equipment.

Lead and guide the day to day working of the Adult Audiology team.

Liaise, when necessary, with the Paediatric Team about staffing issues and resource allocation.

Be responsible for waiting list management and ensuring targets are met.

Liaise and work collaboratively with other members of the Adult Team on issues concerning staff and resource allocation.

Be responsible for the recruitment of Trainee Adult Audiologists when required. This includes determination of staffing levels (in association with other senior staff), securing funding in conjunction with Health Board and department, recruitment and selection.

Be responsible for the management of the Trainee Adult Audiologists, ensuring that they obtain appropriate training in terms of the quality and quantity necessary to become competent in adult assessment and rehabilitation. This will involve liaising with colleagues, arranging secondments and planning their workload.

Maintain close contact with the Audiology Office Manager and Reception teams to ensure smooth running of the departments.

Maintain clinical liaison with members of the ENT department at all levels.

Maintain frequent, professional, enabling relationships with key stakeholders.

Deputise for the Head of Service at any meeting deemed appropriate, and to report on the proceedings.

Service Improvement

Monitor and review service delivery reporting and potential risk, clinical governance or financial issues. Proposing solutions when necessary and documenting and changes to service delivery.

Take an active role in areas of clinical audit, research and clinical governance of the Adult Audiology service, which may include designing and completing audits, participating in data collection for larger projects and contributing to the development of evidence based protocols.

Be responsible for departmental performance data, clinical pathways and efficient use of patient management systems.

Communications

Be responsible for establishing and maintaining excellent communication with GPs, ENT, Clinical Nurse Specialists (for ENT), other health professionals, Social Services and the Paediatric Audiology team.

Be a clinical representative at Audiology meetings and other relevant meetings both internally and externally to the Health Board.

Use effective verbal and non-verbal communication skills as appropriate during encounters with patients and carers where in addition to hearing loss there are other barriers to communication (e.g., physical disabilities, cognitive decline or language/ cultural differences).

Overcome barriers to understanding or motivation, which may include English as a second language and/or learning or language disability or mental health difficulties to enable effective treatment to take place.

Develop effective proactive, collaborative partnerships with medical and educational professionals and other related agencies in order to meet the needs to the clients.

Finance and Resources

Manage any budgets delegated by the Head of Service.

Ensure that financial requirements, such as cost reduction/improvement, are met.

Be responsible for calibration, maintenance and safety of all Audiology equipment and procurement of new equipment and supplies for the department.

Participate/lead in income generation activities.

Contribute and deliver on departmental service business plans.

Personal and People Development and People Management

Take a lead role in the training and maintenance of professional competencies of all staff and trainees involved in the adult service.

Actively participate in:

- Planning individual student programs bearing in mind other training requirements and departmental needs.
- Departmental inductions and mandatory training.
- The teaching of visitors/secondees to the department.
- Educational presentations (e.g., volunteer groups, Social Services, nurses, education and junior doctors).
- Assisting in the training of other members of staff in any areas of special skills or expertise including the provision of specialist opinion and advice for Audiologist, ENT and other professionals as require.
- Supporting the Head of Service in the annual appraisal review (PDR) process and competency checks of junior members of the Adult Audiology team.
- Maintain own professional education, registration and maintaining clinical competence through CPD.
- Maintain an up-to-date knowledge of advanced level of theoretical, therapeutic and evidence-based practice regarding specialist areas, keeping abreast of current literature, recommended procedures and practices.
- Ensuring that colleagues in the department are aware of any new developments.
- Ensuring that team has adequate peer support and supervision.
- Informing the Head of Service of progress on a regular basis.

Information Processing

Supervise and participate in the collection, completion and interpretation of statistical and performance information, audit and outcome measures, including cost analysis, to ensure efficient effective service delivery.

Supervise the use of departmental computerised patient information network.

Health, Safety and Security

Ensure that all HDUHB policies relating to Health, Safety and Security are adhered to by the adult Audiology team.

Take appropriate action to resolve any issues relating to Health, Safety and Security.

Champion the importance of Health and Safety and work, COSHH, the correct use of clinical equipment and infection control within the Paediatric Audiology team.

Ensure compliance with HDUHB mandatory training requirements.

Quality

Be responsible for achieving and maintaining the all-Wales Adult Quality Standards.

Contribute to the development and monitoring of an effective Clinical Governance programs in conjunction with other team members and to promote best practice.

Participate in clinical audit and research as required.

Equality and Diversity

The Advanced Practitioner will be expected to act at all times in a way that that support equality and value diversity and to adhere to all HDUHB policies.

Effort and Environmental

Able to travel across the Health Board geography as required.

Able to work flexibly around the needs of the service.

Expected to be able to bend and kneel when undertaking otoscopy and hearing aid programming.

Frequently inputs patient information and test results into patient information system.

Undertakes examinations on patients, assessing patient conditions, performing diagnostic hearing assessments whilst dealing with day-to-day management interruptions as they present.

Imparts unwelcome news to patients, carers and relatives regarding hearing loss and consequences.

Deals with difficult family situations when assessing severely deafened adults and those with additional needs/developmental issues or behavioural difficulties.

Will be in contact on a regular basis with ear moulds and associated body fluids of the ear.

Provides local community clinics, and home visits in the community and patient homes which have varying levels of hygiene.

Other duties as requested by senior colleagues, which are consistent with the role summary.

General

To ensure that Health Board policies and procedures are adhered to.

To ensure that service performance and quality standards, as discussed with the Head of Service, are achieved.

To ensure the correct use of patient information.

To act as an autonomous practitioner and perform any other duties as discussed, agreed and delegated by the Head of Service.

To present a professional persona at all times, and demonstrate appropriate knowledge, skills and competencies, which positively reflect in the organisation.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>Qualifications and Knowledge</p>	<p>Accredited degree relevant to the role (e.g., BSc in Audiology, Cardiac Physiology, Clinical Engineering, Neurophysiology, Medical Physics, Respiratory Physiology) and Registration with AHCS or RCT within 3 months of appointment.</p> <p>OR</p> <p>Equivalent knowledge and experience at BSc level (with or without a related degree) and Progression through AHCS/RCT Practitioner Training Programme equivalence scheme (PTPE) and Registration within 24 months of appointment.</p> <p>Post-MSc professional (specialist) training qualification or equivalent experience in adult audiology (diagnostic and rehabilitation).</p> <p>Skills in wax management.</p> <p>Knowledge of AuditBase.</p> <p>Knowledge of the requirements of the Adult Audiology Quality Standards.</p> <p>Knowledge of procurement systems.</p>	<p>MSc. Audiology or equivalent level of study.</p> <p>M-level modules in Audiology or equivalent.</p> <p>Post M-level Audiological Clinical qualification.</p> <p>Deaf Awareness qualification.</p> <p>Advanced training in hearing aid fitting.</p> <p>Member of BAA / BSA/Specialist Interest Group.</p> <p>Evidence of management / supervision qualifications or courses.</p>	<p>Application form and pre employment checks</p>
<p>Experience</p>	<p>Extensive experience of working at Masters level within adult diagnostic and rehabilitation.</p> <p>Experience of working as an autonomous practitioner in adult Audiology, including adults with</p>	<p>Supervisor or line management experience.</p> <p>Team leadership.</p> <p>Experience in</p>	<p>Application form and interview</p>

	<p>special needs.</p> <p>Appropriate experience of supervision/managing within Audiology.</p> <p>Experience of behavioural and electrophysiological assessments.</p> <p>Experience of aiding adults in accordance with adult quality standards.</p> <p>Diagnostic hearing assessments.</p> <p>Hearing aid fitting using Real Ear Measurement.</p> <p>Supervision/training/assisting in the training of Assistance Audiologists or Audiologists.</p> <p>Use of AuditBase booking, waiting list, programming and testing modules.</p> <p>Experience of assisting in audio vestibular test procedures.</p> <p>Experience of participation in clinical audit and service development.</p>	<p>implementing change.</p> <p>Diagnostic vestibular assessment and rehabilitation.</p> <p>Tinnitus management</p> <p>Managing, organising and supervising Audiology clinics.</p> <p>Design of Excel spreadsheets.</p>	
Language Skills		<p>Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and interview.
Aptitude and Abilities	<p>Advanced knowledge of anatomy and physiology of the ear and balance systems.</p> <p>Extensive scientific knowledge of underlying complex conditions, relating to auditory and balance issues in adults to enable:</p> <ul style="list-style-type: none"> analysis and interpretation of test results in the context of the whole patient. 	<p>Team leadership skills.</p> <p>Advanced IT skills.</p>	Interview

	<ul style="list-style-type: none"> development of or contribution to the development of an appropriate individual management plan. <p>Understanding the legal responsibilities of the profession.</p> <p>Excellent communication skills.</p> <p>Computer skills.</p> <p>Service development and research skills.</p> <p>Teamwork skills.</p>		
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> Dignity, Respect and Fairness Integrity, Openness and Honesty Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> Working together to be the best we can be Striving to develop and deliver excellent services Putting people at the heart of everything we do 		
Other	<p>Flexible approach to the needs of the service.</p> <p>Ability to travel within a geographical location in a timely manner.</p>		Interview

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.