

JOB DESCRIPTION

POST TITLE:	Specialist Paediatric Audiologist
BAND:	7
HOURS:	Negotiable up to 37.5 hours per week (1.0 WTE)
LOCATION:	Based in Luton with clinical work carried out in various locations in Luton and Bedfordshire
REPORTING TO:	Clinical Lead
RESPONSIBLE TO:	Head of Allied Health professionals and Audiology
ACCOUNTABLE TO:	Deputy Director, Children's Services

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Purpose:

1. Participate in providing comprehensive paediatric hearing assessments for children including complex cases, working at a senior level
2. Undertake a range of diagnostic Audiological tests autonomously, including advanced and specialised testing (behavioural and electro-physical testing of hearing)
3. Maintain own professional knowledge and contribute to the clinical development of the service
4. Use knowledge and experience in the training and supervision of staff
5. Work independently and with Audiology Support Workers where appropriate
6. Provide line management and clinical supervision

Main Duties and Responsibilities

1. To participate in the provision of a comprehensive paediatric Audiology service Including complex cases and communicate this to parents / carers and patients.
2. To contribute to departmental development to maintain and improve services to Patients and their carers.
3. To autonomously undertake specialist and advanced activities, including Children with special or complex needs
4. To participate in departmental and trust audit for purposes of monitoring and improvement programmes
5. To maintain Departmental records including use of patient management systems

6. To promote the principles of a 'family – friendly' service by ensuring that parents and carers are given clear and accurate information in an appropriate format.
7. To maintain effective methods of communication to ensure that outcomes are delivered correctly to parents, primary care teams, and other health professionals
8. To deputise for the Clinical Lead during absence and provide continuity for the service to clinical and administrative staff and attend management meetings as appropriate
9. To ensure that testing follows National Guidelines, policies and best practise within the resources available.
10. To undertake in the audiological assessment, diagnosis and management of children
10. Carry out routine maintenance and calibration checks on Audiological equipment, reporting faults and arranging for repair when necessary
11. Updates national eSP/Smart 4 Hearing database (as required) with results of hearing tests following referral from neonatal hearing screening team and maintain close communication links with Newborn Hearing Screening Programme and Acute Audiology Services
12. To maintain professional registration.
13. Contribute to professional and departmental meetings providing clinical expertise where appropriate

Knowledge

1. Advanced knowledge of methods of assessment for neonates.
2. Advanced knowledge of methods of assessment for pre-school and school age children.
3. Advanced knowledge of assessment for all children of all abilities.
4. Advanced knowledge of appropriate interventions of children assessed.

Communication

To liaise with relevant health professionals and other agencies and promote good outcomes for children identified with PCHI

1. Able to discuss sensitive health issues with children, young people and their family members, using negotiation and reassurance skills where required.
2. Able to work in a team of peers offering support and advice within own area
3. Able to identify and report concerns to senior staff
4. To make verbal and written reports, referrals and records as required, ensuring these are kept up-to-date.

5. To encourage an open communication with children, young people and their families and friends, helping them to become actively involved in decision making within all elements of the service.
6. To be empathic to children, young people and their family's needs.
7. To ensure the necessary liaison, communication and follow up arrangements following assessment.
8. To work closely with the audiologists, tertiary services, associate specialist in child health, peripatetic teachers of the hearing impaired, ENT Services, speech and language therapists and all other appropriate professionals.
9. To work as an integral member of a multi-disciplinary team in the centre.
10. To keep and maintain accurate and contemporaneous clearly legible clinical records to ensure confidentiality of the records and provide reports as necessary.
11. To maintain records using computerised information systems as required.
12. To provide information about audiological services to health professionals and the general public.

Budgetary Responsibility

To use and take delegated responsibility for equipment appropriate.
To appropriately sign off overtime and expenses for staff

Human Resources

To contribute to the recruitment and selection of staff in conjunction with Community Audiology Manager

To be responsible for the day-to-day management of the Audiology team in the absence of the Team Lead.

To establish, motivate and develop the team and carry out regular appraisals or Clinical Supervision for junior staff in order to provide performance feedback and to assist in the identification of individual training needs.

To maintain own professional development and requirement to take part in appraisal and KSF process

To participate in the training Community and Acute service staff from related disciplines.

To support the Head of Service and Clinical Lead in the delivery of a high quality, cost effective service and to promote the service as the provider of choice to Commissioning bodies

Clinical and Practice Governance

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.

3. The post holder must adhere to the Trust risk assessment and risk management processes
4. The post holder must adhere to infection control policies and procedures
5. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
6. The post holder must participate in clinical and safeguarding audits as required
7. The post holder is required to participate in relevant emergency preparedness process for their team.
8. The post holder may investigate complaints or incidents as a specialist in their clinical area.

General

Safeguarding people responsibility

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing, and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
 - Children and young people
- Adults at risk, such as those receiving care in their own home, people with physical, sensory, and mental impairments, and those with learning disabilities

The post holder must at all times carry out his/her duties with regard to Cambridgeshire Community Services NHS Trust Equal Opportunities Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

If this post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 the following must be included in the job description.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Date: 05/12/2023

PERSON SPECIFICATION

Job Title: Specialist Paediatric Audiologist	Band: 7
Directorate: Children's Services	Date: 05/12/2023

* Assessed method A=Application I=interview T=Test R= References

Essential Criteria	*	Desirable Criteria	*
Qualifications and Training <ul style="list-style-type: none"> MSc Audiology or completion of Relevant modules BA in Audiological Science (BAAT) 5 years post qualification experience Eligible for registration with the ACS³ Evidence of continuing professional development 	A// T/R	<ul style="list-style-type: none"> Registration with the ACS³ Specialist knowledge of safeguarding children and vulnerable adults Leadership or Management Course HTTS HCPC registration as a Clinical Scientist 	A// T/R
Experience <ul style="list-style-type: none"> Excellent clinical skills Ability to work individually and as part of a team Ability to prioritise workload and adapt to interruptions Ability to work under pressure and to deadlines Ability to communicate effectively with the hearing impaired, their families and care-givers Substantial experience of working in community or acute health care setting Excellent clinical skills Experience of working within multiagency settings Experience writing reports Experience of developing and delivering 		<ul style="list-style-type: none"> Staff and team management skills Training in breaking bad news Staff appraisal training Experience of working within clinical governance setting Experience of undertaking clinical audit Knowledge of safeguarding legislation Working knowledge of Quality Assurance Frameworks 	

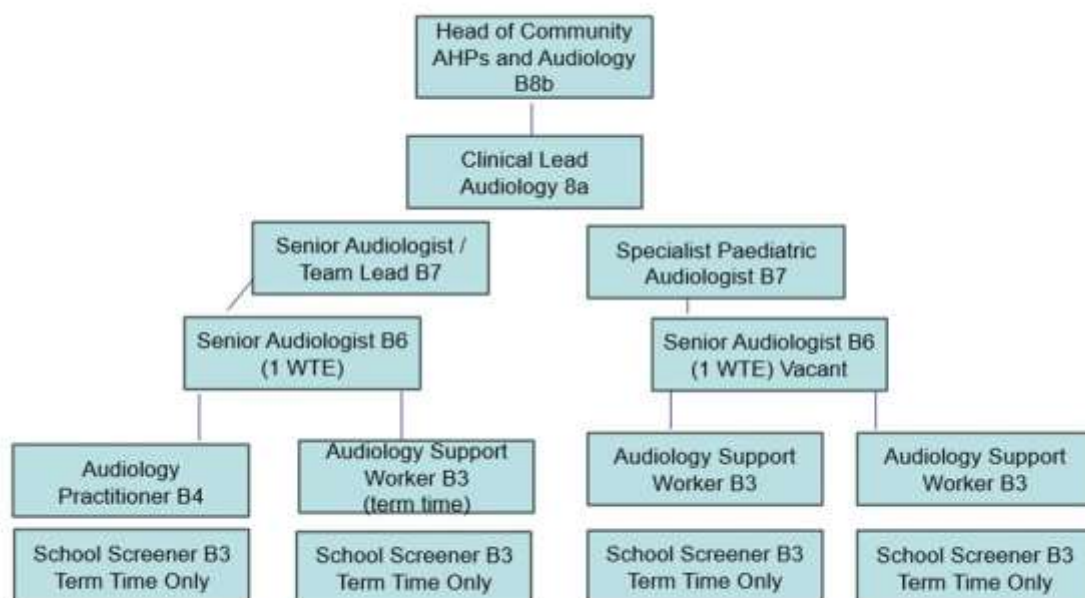
training			
Skills <ul style="list-style-type: none"> • Computer skills, including working with patient management systems • Good time management • Good organisational skills • Excellent communication and interpersonal skills • Experience using MS Office applications • Excellent verbal and written communication • Good presentation skills • Good organisational skills • Good analytical and problem solving skills • Ability to work independently, and within a team • Understanding and ability to work within the code of confidentiality • Experience in training and clinical supervision of staff and students 		<ul style="list-style-type: none"> • Root cause analysis skills 	
Safeguarding and promoting the welfare of children and young people/vulnerable adults <ul style="list-style-type: none"> • Ability to promote the welfare and safeguarding of children and young people /vulnerable adults • Demonstrates understanding of safeguarding issues • Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances. • Has a good understanding of the Safeguarding agenda • Can demonstrate an ability to contribute towards a safe environment • Is up-to-date with legislation and 			

<p>current events</p> <ul style="list-style-type: none"> Shows a personal commitment to safeguarding children 			
<p>Working within Professional Boundaries</p> <ul style="list-style-type: none"> Accepts responsibility and accountability for own work and can define the responsibilities of others Recognises the limits of own authority within the role Seeks and uses professional support appropriately Understands the principle of confidentiality 			
<p>Emotional Awareness</p> <ul style="list-style-type: none"> Aware of the range of emotions in self and others Demonstrates empathy for the concerns of others Manages strong emotions and responds constructively to the source of problems <ul style="list-style-type: none"> Shows respect for others' feelings, views and circumstance Has a range of mechanisms for dealing with stress, can recognise when to use them and does so Listens to personal comments without becoming defensive 			
<p>Self-awareness</p> <ul style="list-style-type: none"> Has a balanced understanding of self and others Has a realistic knowledge of personal strengths and areas for development Can demonstrate flexibility of approach 			

Other <ul style="list-style-type: none"> Ability to travel across the County sometimes at short notice. As this post is highly mobile with the requirement to transport both equipment and supplies a car driver owner is essential Satisfactory Enhanced DBS Flexibility to work outside normal hours occasionally to support the needs of the service (Saturday working is established on a monthly basis) Awareness of infection control policies and need for good hygiene practise 	A/I		

Date: 05/12/2023

Organisational structure chart Paediatric Community Audiology Bedfordshire and Luton



Cambridgeshire Community Services NHS Trust: delivering excellence in children and young people's health services