

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09594

JOB DETAILS

Job Title:	School Entry Hearing Screener
Pay Band:	Band 3
Department:	Audiology
Directorate:	ENT, Ophthalmology & Dental
Clinical Board:	Surgery
Base:	University Hospital of Wales

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Lead of Community Audiology
Reports to:	Lead of Community Audiology
Professionally Responsible to:	Director of Audiology

Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

As part of the team delivering the hearing screening service across Cardiff & Vale, to work under supervision of the lead of paediatric community audiology, performing hearing tests on young children in schools. To liaise with health and education service in planning and scheduling own workloads and timetables, with the aim to achieve equity of health outcomes, following the Health Child Wales Programme (HCWP).

To interpret test results obtained, informing relevant health professionals on outcomes of screening assessments and provide information to allow child health information records to be updated. For audit purposes, to compile and produce data reports.

DUTIES AND RESPONSIBILITIES

RESPONSIBILITY FOR PATIENT/CLIENT CARE

- Work efficiently and confidently as an indirectly supervised practitioner guided by standard policies and procedures to screen and monitor children's hearing in schools
- Develop and maintain the knowledge and skills required to perform, record and report hearing tests safely and accurately.
- Perform hearing screening tests and audiometry to ensure child is managed appropriately

COMMUNICATION

- Notify and prepare each school by phone call prior to any visit.
- Liaise with school health team and school to ensure that relevant paperwork including that relating to consent for testing has been received by each child on whom the hearing test is intended to be performed.
- Communicate effectively with professional colleagues in Health and Education including (but not isolated to) Head Teachers, school staff, Community Paediatricians, GPs, School Nurses/ Nurse Assistants, Speech and Language Therapists and Health Visitors.
- Communicate effectively with children considering their age, preferred language and developmental needs. This (often) requires providing reassurance to apprehensive children and skills to overcome communication

problems/ sensitive approach to children eg with additional learning needs.
Appropriate involvement of school support staff.

- Instruct children in how to do the hearing test clearly and in a manner that is easy to understand. Gain cooperation and maintain a quiet and calm atmosphere in the van during the test ensuring that results obtained are reliable and accurate.
- For all tests completed, to communicate results of screen to parents in written format.
- In instances where onward referral is required, to contact parents by telephone to inform of results and discuss any relevant further information with them, ensuring this is accurately documented for sharing with audiology.
- Report any complaints to the lead of paediatric community audiology.

ORGANISATIONAL, ANALYTICAL AND JUDGEMENTAL SKILLS (SERVICE DELIVERY)

- Use initiative when acting on information from children, young people, parents and carers and be able to respond appropriately e.g. safeguarding disclosures. Report to the lead of paediatric community audiology.
- Maintain own personal/ professional development ensuring compliance in mandatory training.
- Contribute to research, training and development programmes within Audiology by recording data and making observations.
- Maintain awareness of developments within Audiology ensuring personal knowledge and skills are consistently developed in order to maintain current competency.
- Provide training as appropriate to training and experience eg demonstrating service to trainee audiologists/ student nurses.
- Provide own activity figures/ statistical information to clinical lead.
- Participate in clinical audit and governance programmes within the Audiology Service, providing information as required
- Contribute to individual performance review
- Adhere to Health Board Lone Worker Policy and departmental procedure.

- Ability to judge reliability of results obtained and other relevant clinical observations eg nasal congestion.
- Record all results accurately on computer sheets for Child Health Surveillance Service.
- On interpreting results, use own initiative to report finding of concern to Audiology in order that they can be prioritised for onward management.
- Attend regular Safeguarding training. Know own responsibility and mechanism for reporting concerns in line with Trust policy and procedure.

RESPONSIBILITY FOR EQUIPMENT/ ENVIRONMENT

- Handle and store equipment and consumables within accepted and safe limits.
- Complete daily calibration and hygiene checks on audiometer (hearing test equipment) to ensure that it is safe and ready prior to clinical use.
- Identify equipment faults and accurately report these.
- Responsible for ensuring annual calibration of audiometer by liaison with Cardiff & Vale University Health Board Medical Physics.

PLANNING & ORGANISATIONAL SKILLS

- Plan own school hearing screening programme for the academic year, allowing two visits to each school. Ensuring flexibility within individual screening programme in order to manage any changes to the schedule caused by external factors eg related to school or other child health activity.
- Manage own time effectively to include planning of workload in collaboration with other team members.
- Report any adverse incidents in the most appropriate way following the relevant Local and National Policies.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively

participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: 13/07/2021

Prepared By: Lorraine Lewis

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	School Entry Hearing Screener	Department:	Audiology
Band:	3	Clinical Board:	Surgery
Base:	UHW		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>GCSE English or equivalent</p> <p>Science qualification to NVQ III or equivalent</p> <p>Knowledge of admin procedures plus general education to NVQ III level equivalent</p> <p>Or</p> <p>IT qualification to NVQ III or equivalent</p>	<p>Knowledge of Audiology and Audiological procedures to NVQ III or equivalent</p> <p>A level in a science subject or equivalent</p>	<p>Application Form</p> <p>Certificate Check</p>
EXPERIENCE	<p>Experience of working with children and young people.</p>	<p>Experience of working in school health/ education.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

SKILLS	<p>Good organisational skills</p> <p>Ability to work as part of team</p> <p>Ability to communicate confidently with colleagues at all levels</p> <p>Friendly approachable manner</p> <p>Willingness to learn</p>		Application Form Interview References
SPECIAL KNOWLEDGE		Welsh Speaker	Application Form Interview References
PERSONAL QUALITIES (Demonstrable)	A good level of interpersonal and communication skills.	<p>Able to work in a multi-disciplinary team.</p> <p>Demonstrates a committed and caring attitude.</p>	Application Form Interview References
OTHER (Please Specify)	<p>Ability to travel within geographical area.</p> <p>Able to work hours flexibly</p>		Interview Document Check*

Date Prepared:	13/07/2021	Prepared By:	Lorraine Lewis
Date Reviewed:		Reviewed By:	