

JOB DESCRIPTION

Job Title:	Specialist Paediatric Audiologist
Division/Department:	Ealing Service for Children with Additional Needs (ESCAN)
Responsible to:	Ealing and Children Services
Accountable to:	Paediatric Audiologist Team
Band:	6
Hours:	37.5
Location:	Carmelita House (base) and Community Clinics in Ealing

In order to meet the needs of the Trust's services you may be required to work at different locations to your main base

JOB SUMMARY

Undertake a routine and complex clinical caseload in Paediatric Audiology working autonomously and as a part of a Team

Post qualification experience working in a Paediatric Audiology department.

Experience in Paediatric Audiology diagnostic testing and batteries of test

Provide expert clinical service in diagnostic testing of children from 8 months-18 years.

KEY RESPONSIBILITIES

- Undertake full Audiological assessments of children, to include complex and non-routine cases such as those with multiple disabilities and severe communication difficulties.
- Update own professional knowledge.



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- This includes history taking , carrying all batteries of tests such as : Otoscopy, Play audiometry, pure tone audiometry, tympanometry, visual reinforcement audiometry, otoacoustic emissions and speech discrimination tests.
- To efficiently manage time, prioritise tasks to ensure that service delivery is optimised
- Involved in clinical and management supervision , appraisal and training of junior staff.
- To have the ability to work autonomously
- Need to adhere to regular peer review and clinical supervision by the Audiology Team Lead.
- Maintain daily communication with the audiology team lead and the wider team.
- To record outcomes into the current data base System 1
- To be able to deputy on the absence of Team Lead on the main tasks in relation to the management of the Service .
- To maintain accurate clinical records in line with departmental and trust policies. To generate clinical reports for all children seen and sent to relevant specialities/parents.
- Analyse results to determine the next stage of diagnostics required, and to problem solve inconsistent or erroneous findings.
- To generate appropriate referrals to other specialities such as ENT and Tier 3 services.
- To liaise on a regular basis with the Audiology Team Lead to provide feedback on outcomes and report any issues.
- To be responsible for notifying the Audiology Team Lead if there are any issues with the equipment being used to perform the above duties. To liaise with the administrator about annual calibration procedures for the equipment at the health centre
- To participate and engage in yearly Audits for the development of the Service
- To be responsible for identifying any sources of risk while working at community sites and advising audiology team lead.
- To attend 1:1 meeting with line manager as well as Audiology team meetings and Clinical Supervision Meetings
- Responsible for attending the Organisations mandatory, statutory training, engage in the appraisal process and clinical supervision.
- Undertake other ad hoc duties as directed by the Audiology Team Leads and ESCAN Health Lead.
- Provide counselling to young person, parents/care regarding the nature and extent of any hearing deficit, and the options on how this could be managed.
- Manage distressed or angry parents/young person sensitively, especially when disclosing test results and management options.
- Provide expert advice to other staff, teacher of hearing impaired, speech therapists health visitors, ENT consultant and others.

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the



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strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:



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- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults

You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management*; *NHS Code of Practice- 2006*

NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.



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The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.