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**Audiologist Staff Grade**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Audiologist Staff Grade***(Grade Code: 3441)* |
| **Campaign Reference** | NRS04594 |
| **Closing Date** | The HSE has on going opportunities for Audiologist Staff Grade. In order to meet this requirement, this advertisement will remain live for the foreseeable future so that qualified Audiology candidates can submit applications throughout the year.Interviews will take place on an interim basis once a sufficient number of eligible applications have been received, however, the campaign will continue to remain open. Once we have a sufficient number of applicants we may introduce a final closing date.Interview dates will be communicated to eligible applicants when they are scheduled.  |
| **Proposed Interview Date (s)** | To be Confirmed |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | A national supplementary panel may be formed for all HSE areas to fill current and future vacancies*.*  |
| **Informal Enquiries** | Ciaran CliffordAsst. National Clinical Lead Audiology (CHO 6 & 7)Tel: 0766957621 Email: ciaran.clifford1@hse.ie Suzanne BurkeCommunity Audiology Operations Manager Tel: 087 3794144 Suzanne.burke@hse.ie |
| **Details of Service** | Audiology services in Ireland continue to be reconfigured and developed following the HSE National Audiology Review Group Report (2011), with the Audiology Clinical Leads providing leadership and clinical governance within the HSE Community Audiology services. The service provides comprehensive Audiological assessments and (re) habiltative services for a diverse client group ranging from newborns through to the elderly. The development of an integrated audiology service across acute and community services, with efficient and client centred and effective care pathways remains a key service objective.  |
| **Reporting Relationship** | Reports to the Audiology Service Manager or other designated officer for operational issues. Reports to the Senior Clinician in Audiology for clinical issues. |
| **Purpose of the Post**  | The post holder will be responsible for:* Work within the Universal Newborn Hearing Screening (UNHS) programme in the region.
* Maintain a working relationship with technical and other managers in the day to day running of the audiology service in an integrated setting (Acute & Community Service), as part of audiology department management structure.
* Ensure that clinical and professional standards are maintained at all times and local and national guidelines implemented.
* Communicate with a wide range of professionals; maintain professional and local networks to ensure effective and efficient services.
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| **Principal Duties and Responsibilities** | ***CLINICAL :**** Provide the full range of routine diagnostic assessments (including electrophysiological assessment) to babies referred from newborn hearing screening.
* Perform behavioral audiological assessments of babies and infants.
* Undertake assessment of hearing & auditory function in patients with appropriate selection of testing methods including, but not limited to:
	1. Visual Reinforcement Audiometry (VRA, soundfield, insert, bone conduction)
	2. Otoacoustic Emissions
	3. Evoked Response Testing (including ABR) in clinic and under anaesthetic, where appropriate.
	4. Performance/ Play Audiometry
	5. Standard Pure Tone Audiometry
	6. Otoscopy
	7. Tympanometry
* Undertake the provision, prescription, fitting and management of hearing aids, in particular with babies and infants.
* Interpret the results of tests in light of medical history, the speech & language and developmental ability of the child, and support recommendations and reports to other health and educational professionals as necessary.
* Counsel patients and or parents/carers on matters relating to hearing and balance impairment.
* Monitor hearing loss on an ongoing basis, where appropriate advising the patient, their parents and other professionals involved, of any changes.
* Organise onward referral, if necessary, and to work as appropriate with other professionals, including the Cochlear Implant Team, ENT Consultants, Visiting Teachers of the Deaf, Paediatricians, Psychologists and Speech & Language Therapists.
* Prioritise referrals received as per the department policy.
* Contribute to the development, planning and implementation of processes to evaluate the effectiveness of audiology services and take responsibility to ensure that the service is reviewed according to best practice.
* Ensure that an audiology service to the highest international standards is provided.
* Contribute to the introduction and evaluation of new techniques, methods and equipment.
* Ensure that equipment and facilities used for clinical testing are in good working order and calibrated at appropriate Intervals.
* Maintain records of patients per HSE protocol and to participate in the maintenance of statistics.
* Ensure that all procedures used in the service are adequately documented and that this documentation is kept up to date.
* Manage and administer the resources available to the service in the most efficient and effective manner possible, and report on the usage of same.
* Contribute to the development of key performance indicators and monitor and report on same on a regular basis.
* Contribute to the ongoing development of evidence based procedures and protocols of the service.
* Actively participate and contribute to departmental audit and research projects.
* Assist during assessments/rehabilitation of adult patients with learning difficulties or special needs.
* Take ear impressions, selecting, fitting and modifying ear moulds as required.

***SERVICE MANAGEMENT:**** Assist in developing an integrated team-based audiology service across both acute & community services in the relevant HSE Area in accordance with recommendations from the Integrated Audiology Programme.
* Observe the Health & Safety at Work Act 2005.
* Develop and implement policies and procedures to support safety, best practice and service provision.
* Manage risk within the audiology service and provide for the requirements of safety standards.
* Manage resources effectively and provide statistics in line with requirements.
* Represent the audiology service and its users in accordance with the management systems within the relevant HSE Area and participate in processes including:
	1. Clinical Directorates Management System
	2. Service Planning Process
	3. Performance Management
	4. Risk Management
	5. Quality Improvement
* Support audit, service evaluation, and clinical research.
* Maintain and develop professional standards in line with changing practices both within and outside the profession and contribute to developments as part of the integrated services area.

***EDUCATION & TRAINING:**** Actively promote continuous professional education and development, including supervision of trainees, and identify training needs of team staff.
* Ensure compliance with all HSE policies and procedures.

***SUPPORTING CHANGE:**** Work with relevant stakeholders, especially the Assistant National Clinical Lead for Audiology, to implement the recommendations of the National Audiology Review Group (NARG) Report (April 2011). A copy of the report can be accessed at:
* <http://www.hse.ie/eng/services/publications/corporate>
* Support change in relation to service provision.
* Support any changes in technology and assist in the implementation and operation of these changes.

*ADMINISTRATIVE DUTIES:** Support senior management and/or Assistant National Clinical Lead for Audiology in coordinating an integrated and patient centred audiology service.
* Maintain records of clients throughout the HSE for the purposes of audit, including waiting list data.
* Provide information on future predictive service requirements as per HSE area populations.
* Serve as a member of any consultative groups, as assigned.
* Maintain stocks of supplies necessary for the service.
* Participate in stock control.
* Ensure that database procedures used are kept up to date and to advise on new procedures as necessary.
* Perform such other duties appropriate to the post as may be assigned from time to time by the General Manager or nominee, or Assistant National Clinical Lead for Audiology
* Provide clinical reports for professionals and individual management plans for patients/significant others, as required.
* To participate in the practice education of student Audiologists.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application: -** **1. Professional Qualifications, Experience, etc**1. Candidates for appointment must posess
2. A BSc (Hons) Audiology at Level 8 on the Quality and Qualifications of Ireland (QQI) framework from:

 Athlone institute of Technology, Ireland**OR**1. A BSc (Hons) Health Care Science (Audiology) or its predecessor the BSc in Audiology (at Level 8 on the Quality and Qualifications of Ireland (QQI) framework from:

 Aston University, UK De Montfort University, UK Middlesex University, London, UK University of Leeds, UK University of Manchester, UK University of Southampton, UK University of Swansea, UK University College London, Ear Institute, UK **OR**1. The British Association of Audiologists Examinations Parts 1 & 2 (or its predecessor) in respect of existing Audiologist

**OR**1. An MSc in Audiology Level 9 on the Quality & Qualifications Ireland (QQI) Framework from:

 University of Cork, Ireland University of Manchester, UK University of Southampton, UK University College London, Ear Institute, UK Queen Margaret University (Edinburgh), UK **OR**1. An AuD/PhD in an Audiology related field

**OR**1. A qualification in Audiology validated by the Department of Health

**AND**1. Provide evidence of audiological competence relevant to the scope of practice required for the role.

**AND**1. Candidates must possess the requisite knowledge and ability (including a high standard of suitability and administrative ability) for the proper discharge of the duties of the office).

**AND**1. Applicants who did not complete the required studies through the medium of English must demonstrate their proficiency in the English language through the submission of certification from the IEL TD. An overall score of 7.00 is required with a minimum of Reading 6.5, Writing 7, Listening 6.5, and Speaking 7.

**2. Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.**3. Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **4. Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate experience in the following areas as relevant to the role:* Digital amplification for adults and children
* Hearing aid prescription and verification methods including using REM’s for adults and children
* Assessment of adults and children
* A paediatric clinical service
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| **Other requirements specific to the post** | **Access to appropriate transport to fulfil the requirements of the role, as post involves travel between sites.** |
| **Skills, competencies and/or knowledge** | **Knowledge/Professional Knowledge*** Demonstrate sufficient clinical knowledge and evidence-based practice to carry out the duties and responsibilities of the role.
* Demonstrate an ability to apply knowledge to best practice.
* Demonstrate evidence of clinical and theoretical knowledge of hearing impairment.
* Demonstrate evidence of technical knowledge of assessment and provision of appropriate aids.
* Demonstrate excellent knowledge of paediatric evoked potential and behavioural assessment.
* Demonstrate excellent knowledge of paediatric hearing aid fitting.
* Demonstrate a commitment to continuing professional development.
* Demonstrate a willingness to develop I.C.T. skills relevant to the role.
* Drives a continuous professional development plan with the line manager that may encompass supervision, mentoring and/or additional training.

**Planning & Organising Skills*** Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care.

**Problem Solving:*** Demonstrate the ability to effectively evaluate information, solve problems and make appropriate decisions in a timely manner.

**Customer/Quality Focus** * Demonstrate a commitment to assuring high standards and strive for a user-centred service in line with international best practice.
* Display awareness and appreciation of the service users and the ability to empathise with and treat service users with dignity and respect.

**Change Management*** Demonstrate initiative, flexibility and openness to change.
* Demonstrate the ability to assist in the development of the service.

**Teamwork Skills*** Demonstrate team skills and strong leadership potential, including the ability to work with multi-disciplinary team members.
* Demonstrate ability to utilise supervision effectively.
* Demonstrate an ability to develop and train staff.

**Communication & Interpersonal Skills*** Display effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers, etc.
* Demonstrate effective presentational skills.
* Demonstrate an ability to represent the HSE, as appropriate.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |



**Audiologist Staff Grade**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are permanent / temporary and whole time / part-time.The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post (as at 01/01/19) is:€31,625 - €33,279 - €34,688 - €35,881 - €36,862 - €37,849 - €38,877 - €39,892 - €40,870 - €41,650 LSI |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:* To report child protection concerns at or above a defined threshold to TUSLA.
* To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)