

Job Description

Title: Audiology Apprentice

Band: Band 2 throughout training. On completion of training a Band 5 post will be allocated within the department.

Reports to: Training Lead

Job Summary:

- Amazing opportunity to take on this developmental role where you will work and gain a BSc degree with great career progression. Opportunities post apprenticeship include MSc, Scientist Training Programme and specialist training.
- This will involve inhouse training at the Queen Alexandra Hospital in Cosham as well as training at our various satellite sites around Hampshire and West Sussex.
- The candidate will be provided with full training to progress to a band 5 Audiologist within 4 years.
- The successful candidate will support and assist members of the multidisciplinary team in providing high-quality patient-centred Audiology care for patients, relatives and carers within an outpatient setting.
- They will ensure patient safety is maintained and patient experience is positive by treating all patients, relatives, carers and colleagues with respect, dignity and courtesy in accordance with the values of our Trust and the NHS Constitution.
- Always ensure that you act within your sphere of competence.

Job Purpose:

The Audiology Apprentice is a developmental role, which enables progression towards registration as an Audiologist through the completion of the apprenticeship.

The post holder will be provided with full training both via university on the 4-year level 6 accredited apprenticeship scheme and through work-based learning. They will be working towards a BSc (Hons) in Healthcare Science. This will be a full-time position whereby 80% of their time will be spent work-based learning within the department and the other 20% will be off site training, including self-directed learning and university learning. University learning will take place both onsite at university and via distance learning.

Successful completion is determined by a clinical logbook and an independent End-Point assessment to ensure that the trainee has sufficient learning and knowledge and that the learning objectives of the course have been met.

The apprenticeship will cover the basics of audiology through to the assessment and fitting of hearing aid patients. They will be working towards becoming an autonomous clinician undertaking their own outpatient clinics, providing assessment and rehabilitation to patients referred into the department. As well as face-to-face contact with patients, the role includes some telephone support and administration roles.

After completing the apprenticeship, the postholder will be eligible to register with the HCPC and AHCS and be able to work as a band 5 audiologist. The candidate will be expected to work for the Trust for a minimum of 12 months post qualification.

Key Responsibilities

Working Together To drive excellence in care for
our patients and communities

Patient Safety, Patient Experience and Use of Resource

- Ensure all possible steps are taken to safeguard the welfare, safety and security of patients, visitors and staff in accordance with Trust policies.
- Meet the needs of Audiology of patients under the direction of a registered health care professional. Acting always within your sphere of competence as determined by the minimum skill set for an Audiology Apprentice.
- Work in partnership with patients to respect their rights and choices.
- Maintain a clean and safe environment for patients and ensure Trust Policy is followed regarding Infection Control and Prevention.
- Report adverse incidents in accordance with Trust policy.
- Record and report information onto patient administration systems in written and electronic format, including performing generic admin duties to assist the team.
- Always promote and demonstrate effective verbal and non-verbal communication with patients, relatives and colleagues recognising the need for tact, consideration and confidentiality.

Team Working

- Work as part of a large Audiology centre, including adult rehabilitation, paediatrics, vestibular and tinnitus services.
- Undertake organisational and administrative duties as required.
- Participate in innovation and contribute to enhancing the quality of healthcare by attending department meetings; participate in projects, including audit and quality initiatives pertinent to the role.
- Act as a link or associate link for a specific area of practice, e.g. health and safety, infection control.
- Treat all patients and colleagues with respect in accordance with Trust values and Equality, Diversity and Inclusion Policy.

Professional Education and Development Role

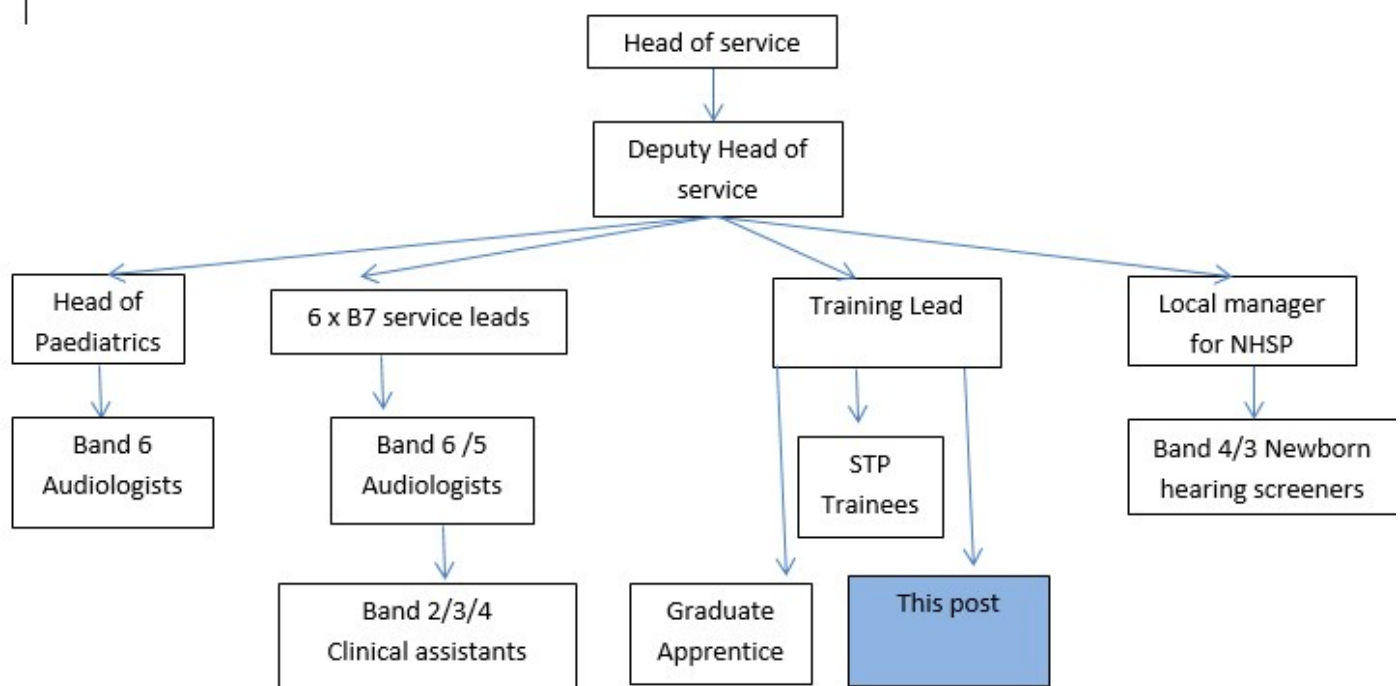
Clinical

- Working towards completing and interpreting independent clinical tests, reporting and decision making for routine adult patients. Including hearing aid assessment, hearing aid fitting, signposting to supporting agencies, basic tinnitus support, Hearing aid repairs and ENT support.
- To develop a patient centred approach to care and liaising and working together with patients regarding their onward management.
- To learn and recognise conditions that require onward referrals and further medical treatment when necessary.
- Working towards the independent completion of reports or referrals to GP's or other clinical staff as per departmental and national guidance as required.
- Ensuring rooms are stocked, assisting with monitoring of stock and leaflets. Sending and receiving earmolds.
- Day to day management of relevant clinical and administrative functions of the Portsmouth Audiology Service, ensuring the Audiology service maintains the highest possible standards of care; and clinical and management decisions are effectively communicated throughout the audiology service.
- To learn to effectively communicate with people with complex communication needs, including, those with significant hearing difficulties and dual sensory losses. To use these skills to obtain comprehensive history information, including where appropriate liaising with their carers and/or parents.
- Timely and effective response to telephone, postal and email enquiries from professionals and patients.

Educational

- To be independently driven to progress, and is motivated to complete all aspects of their academic and department based work.
- To complete all work-based training, academics and assessments in the given timescales
- To plan and prioritise own academic, clinical and administrative workload throughout training.
- To maintain good attendance for work, university and assessments.
- To identify opportunities for learning and to raise concerns to supervisor/training lead in a timely manner

Organisational Chart



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility



Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Person Specification

Qualifications and Experience

- Two A Levels or equivalent are required and should include one science subject from Biology, Chemistry or Physics (Biology preferred).
- At least Grade 4 or C GCSE Math's and English.
- Working as part of a team
- Working in a customer or patient facing role.
- Managing own workload
- Can demonstrate understanding and share the Trust values of Working Together for Patients, With Compassion, As One Team and Always Improving.

Skills and Knowledge

- Decisive and able to work independently, whilst recognising limitations and when to seek advice
- Effective communication skill including working with elderly people and/or people with hearing impairments.
- Able to work to deadlines
- Good time management skills
- Effective team worker
- Responsive and flexible attitude/approach.
- Excellent communication skills, both orally and written.
- Well organised and disciplined
- Awareness of importance of confidentiality/ data protection.
- Keenness to learn.

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: