

## Position Description

### Audiologist

<b>Award or EBA:</b>	Medical Scientist Award
<b>Classification/Grade:</b>	Grade 2
<b>Directorate:</b>	Any site occupied by DPV Health Ltd
<b>Reports to:</b>	Child Youth and Family - Paediatric Allied Health Team Leader
<b>Direct Reports:</b>	Team Leader

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
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### Role Description

This incumbent will work within a Family and Customer Centred Framework, to provide comprehensive, diagnostic audiology assessments.

This position contributes to the success of DPV Health by operating as an Audiologist Grade 2 within the Audiology and Paediatric Allied Health team.

The position is responsible to provide quality Audiology intervention and expertise by working closely with the child, family and other team members in order to best meet the child and family's needs and priorities.

Key deliverables for this role is to provide diagnostic audiology assessments for infants, children and adults. This includes diagnostic infant assessments referred from the Victorian Infant Hearing Screening (VIHSP) and assessing children with special needs.

### Roles Key Accountabilities

#### Service Delivery

- Provide a high quality evidence based Audiology diagnostic service, to meet the needs of the child, family and individual, in a manner which respects their rights and confidentiality.
- Work in partnership and collaboration with all those associated with the child/family to provide timely and developmentally appropriate services and support. This may include internal and external health professionals and other community team members (eg. GP, Paediatricians, M&CH Nurses, and Ear, Nose and Throat Specialist and teachers).
- Provide a variety of high quality client-centred diagnostic audiology assessments. These include: Visual Reinforcement Audiometry, Play audiometry, ABR, ASSR and OAEs.
- Assess, and review the client's hearing in order to implement recommendations that will address the client's needs and priorities.
- Ensure the standards of the Audiology service provided is based on current best practice in accordance with Audiology Australia's Clinical Practise standards and in line with Audiology Australia's Code of Conduct.

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- Share knowledge and skills through participation in Team meetings and community education.
- Identify work processes that are not working to their maximum and present possible strategies for improvement to your team and Team Leader.
- Achieve performance, financial and individual Key Performance Indicators as outlined in Goal Setting and Review process.
- Share knowledge and skills through participation in community education.
- Act as a resource to staff regarding current issues in Audiology.
- Provide assistance and support to families to enable them to identify their priorities and make informed decisions.
- Provide the client with appropriate information about other available services that are relevant to the family/child and arrange any referrals requested by the family.
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency.
- Work with customers and families to minimise the potential for 'Failure to Attend' clinical appointments.
- Participate in DPV Health internal meetings and represent the organisation at external meetings as required.

### **Reporting, System and Analytics**

- Develop, implement and evaluate the effectiveness of Audiology programs in partnership with other team members.
- Ensure relevant information, statistics and documentation of practice are maintained, collated and recorded within specified timeframes (eg. TRAK progress notes, service statistics, client records and scanned documents).
- Regularly participate in designated meetings.
- Maintain timely and accurate statistical input into relevant customer management databases.
- Provide reports to the Team Leader/Manager as requested.
- Direct, supervise and assist in the training of students, volunteers and other stakeholders as required.
- Support quality improvement processes identified as relevant to the delivery of the Audiology service within the organisation
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, iChris, e3 and others.

### **Financials, Budgets, Target, Funding**

- Identify opportunities to enhance the financial sustainability of the Audiology program.
- Consistently meet individual targets as part of caseload
- Meet and strive to exceed Service Delivery and Waitlist targets as set by DPV Health and/or relevant funding bodies.
- Support business development opportunities in the Audiology service.
- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations

### **Culture, Engagement, Diversity – People Experience**

- Demonstrate behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

### **Health and Safety**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

### **Risk Management and Compliance – Quality and Accreditation**

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively addressed new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

### **DPV Health Requirements**

- Current Victorian Drivers Licence
- Valid Working With Children Check
- Satisfactory Policy Check
- Disability Worker Exclusion Check
- Travel between sites is required
- You may be asked to either provide or register for a Medicare and MBS provider number and agree to donate the total amount from this work to DPV Health

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### **Authority**

The occupant of this position has authority as per the delegation manual.

## Key Selection Criteria

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### Qualifications

- A post graduate qualification in Audiology, Masters or equivalent and be a member of Audiology Australia as an Accredited Audiologist.

### Experience & Skills

- Experience in adult and paediatric diagnostic assessments including Visual Reinforcement Audiometry and Play Audiometry is essential, in particular experience assessing children with complex needs.
- Experience in working with clients from culturally and linguistically diverse backgrounds and experience working with Interpreters.
- Experience in infant diagnostic assessments including Auditory Brainstem Evoked Response (ABR), Auditory Steady State Response (ASSR) and Otoacoustic Emissions is highly desirable.
- Good communication skills including an ability to work within a team and with other service providers.
- Experience in providing Audiology assessment, planning, treatment, education and management.
- Excellent written and verbal communication skills.
- Ability to work independently and respond to a changing work environment.
- Ability to use initiative to recognise, identify and initiate action in relation to a variety of issues and circumstances.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity.
- Excellent at managing time, resources, tasks and competing priorities.

### Employee Acknowledgement

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I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature \_\_\_\_\_ Date \_\_\_\_\_