

Statement of Duties

Position Title: Diagnostic Audiologist	Position Number: 516550	Effective Date: August 2015
Group and Unit: Tasmanian Health Service (THS) - Women’s, Adolescent and Children’s Services		
Section: Statewide Audiology Service Royal Hobart Hospital	Location: South	
Award: Allied Health Professionals (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Part Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Discipline Lead – Statewide Audiology Service		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of the multidisciplinary Statewide Audiology Service, the Diagnostic Audiologist:

- manages the day-to-day operations of the Audiology component of the Statewide Cochlear Implant Service and Universal Newborn Hearing Screening (UNHS) Program. This includes:
 - providing cochlear implant assessments and rehabilitation.
 - undertaking infant diagnostic assessments.
 - providing information and advice to clients and their families on the suitability of available treatment options including implantable technology.
- provides high level audiological diagnosis and management to adults and children referred to the service.

Duties:

- Assess and manage referred infants, children and adults, of which a significant proportion have additional disabilities or complex medical conditions, via telehealth or face-to-face appointments.
- Provide audiological care to adults and children referred to the Cochlear Implant Service.
- Manage a complex case load and work collaboratively to ensure appropriate services are provided.
- Liaise with referring agencies and external agencies to ensure optimum outcomes for children and adults with hearing loss.
- Participate as required in statewide outreach clinics.

6. Oversee the effective delivery of the Audiology component of the statewide UNHS Program.
7. Provide support and high level advice to the Discipline Lead – Statewide Audiology Service.
8. Liaise with internal and external stakeholders and represent the service as and when required.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- Exercise independent judgement and problem solving skills in matters beyond routine practice.
- Work flexibly across all caseloads in response to changing clinical demands.
- Work cooperatively and effectively within the team and with clients, their families, community groups and other health professionals and service providers.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Satisfactory completion of an appropriate course of study from a recognised tertiary institution.

*** Appropriate Course of Study:**

For the purpose of the previous section the "appropriate course of study" is:

- Tertiary qualifications in Audiology and eligibility for full membership of Audiology Australia.
- Current Tasmanian Working with Children Registration.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - I. Conviction checks in the following areas:
 - a) crimes of violence

- b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
- 2. Identification check
- 3. Disciplinary action in previous employment check.

Desirable Requirements:

- Current Driver's Licence

Selection Criteria:

1. Broad knowledge of, and demonstrated clinical expertise in, paediatric audiological assessment, management and rehabilitation, including the assessment of infants and children with additional disabilities.
2. Proven experience in fitting and monitoring amplification and assistive hearing technology, including Cochlear Implants.
3. Demonstrated ability to exercise professional judgement and initiative and manage a complex case load without supervision.
4. Experience working collaboratively in a multidisciplinary team
5. High level verbal and written communication skills including the demonstrated ability to negotiate outcomes, resolve conflicts and build and maintain effective working relationships with a range of stakeholders including patients, their families and other service providers.
6. Experience in providing operational management to support service delivery and achieve organisational objectives within a multidisciplinary environment subject to pressure and change.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. The DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.